

INTERACT OF MICHIGAN

POSITION: Operations Technician- Full-time Monday- Friday

Minimum Requirements: Excellent organizational and time management skills, attention to detail, and high degree of accuracy. High level of computer skills including Excel, Word, Outlook and Internet Explorer. Familiarity with Electronic Health Record system and data base usage beneficial. Clear communication skills and the ability to problem solve are essential. Able to manage varied priorities and remain focused amid continuous change.

MAJOR RESPONSIBILITIES:

Assist the Assistant Director of Operations and various teams with management & reporting of data within the Electronic Health Record for individuals served to meet all standard requirements.

Extensive involvement in report management, being able to manipulate, input and pull data from Excel spreadsheets. Responsible for maintaining accurate data within the EHR to ensure information provided within the Agency and the region is up to date.

Handle varied responsibilities to anticipate changes in the EHR requiring forward thinking and flexibility along with handling variety in functions regularly.

We provide competitive compensation and benefits, including paid time off, paid holidays, health, dental and life insurance.

If you are interested in this professional opportunity go to www.interactmich.org Job Opportunities or respond by email to merickson@interactmich.org. EOE